MCESA
Maricopa County Education Service Agency

Arizona
Department of Education

REIL

Learning Observation Data Capture Tool R1V1

Stakeholder User Acceptance Testing and Signoff

for Release of ODCT R1V1

Contents

Arizona
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Program Leadership

Name	Role
Pamela Smith	Executive Director of Strategic Programs
Gene Saadi	MCESA REIL Program Director
David Plouff	MCESA REIL Project Manager
Todd Kandaris	MCESA REIL Lead Architect
Gayle Hall	MCESA REIL Lead Business Systems Analyst

Stakeholder

Stakeholder
Kristine Morris, Chief Deputy Superintendent

Revision History

Date	Changes
1/09/12	v.01 First Draft
1/09/12	v1.0 Changes based upon Project Manager and Program Manager Feedback
1/19/12	v1.1 Expanded Stakeholder signoff section, added Appendices B and C.
1/20/12	v1.2 Changes based upon Project Manager feedback.
1/23/12	v1.3 Updated Appendix A and Responsibilities
2/15/12	v1.4 Updated Program Leadership names, Appendix A (Additional TFS issues), Appendix B (Added second method of bug submission)
2/16/12	v1.5 Program Leadership (G. Saadi's title); Signature page (removed dates); All references to V1 have been changed to R1V1; Appendix B changed "Version 2" to "R2V1"; Appendix A, changed description of TFS ID 12842; removed references to a single UAT session, since UAT happened over the course of a period of time.

Responsibilities

Lead Architect—Responsible for ensuring the installation of the Observation Data Capture Tool (ODCT) R1V1 in the Training environment, and ensuring that the environment is available to Stakeholder for the User Acceptance Testing (UAT) and Signoff for Release of ODCT R1V1. The Lead Architect is also responsible for compiling Stakeholder feedback collected during the UAT, assigning a status, and assigning defects and change requests to the Development Team.

Stakeholder—Responsible for performing User Acceptance Testing of the ODCT R1V1 in the Training Environment. The Stakeholder is responsible for verifying whether the tool functions within the scope of the ODCT R1V1 Requirements and determining whether any exceptions prevent the deployment of the tool as it functions during the UAT. Upon approval, the Stakeholder will sign the Stakeholder signature line on page 5 of this document.

Lead Business Systems Analyst—Responsible for capturing Stakeholder feedback during the UAT and Signoff for Release of ODCT R1V1 and communicating that feedback to the Lead Architect.

Program Manager and Project Manager—Once any defects or change requests have been given a status, the Program Manager and Project Manager are responsible for communicating that status to the Stakeholder after the defects and change requests have been analyzed and given a status by the Lead Architect. The signatures of the Program and Project Managers on page 5 of this document affirm agreement to this responsibility.

Signoff Statements and Signatures

Program Leadership

By signing below, I assure that a once all Stakeholder-identified defects and change requests have been analyzed, a summary of the status will be forwarded to the Stakeholder. The status will list whether the issue is a defect or a change request, the estimated hours of effort involved, and the version in which the change will be deployed.

Name	Role	Date	Signature
Gene Saadi	Program Director		
David Plouff	Project Manager		

Stakeholder

By signing below, I affirm that the Observation Data Capture Tool R1V1 can be deployed in its present state. Defects or change requests identified by all MCESA members during the UAT and Signoff for Release of ODCT R1V1 have been communicated to the Program Manager and Project Manager.

I have read and understand the status of the defects listed in Appendix A.

Any new defects in ODCT R1V1 identified by MCESA after deployment will be submitted following the process outlined in Appendix B.

Phase	Stakeholder	Date	Signature
Stakeholder Signoff ODCT R1V1	Kristine Morris, Chief Deputy Superintendent		

Appendix A: Six Previously Identified Must-Fix Issues

Must-fix issues and the current status of each, identified by Al Dullum and Stakeholder Kristine Morris.

TFS ID #	Page	Issue Description	Status
11759	Report Information Error - Email Dialog Box	After clicking Submit, will there be a confirmation that your Information Error Report was sent, to give the user a sense of satisfaction?	Fixed
12117	Enter Teacher Scores / Teacher Details Selection	The calendar field should have a label.	Fixed
12119	Enter Teacher Scores / Teacher Details Selection	Teacher Selection Page – "What Session" should be "Which Session".	Fixed
12121	Print Field Documents	Did not list the Professional Responsibilities as Optional. (Learning Observation Instrument and the Observation Score Collection Sheet.)	Fixed (Applies only to the Observation Score Collection Sheet)
12122	Summative Cycle Report	When I hit the Save button at the bottom of the report, a popup appeared. 1. The popup has a typo in the word "error". 2. The popup read: Error(s) have occurred, Save Successful!", which was confusing.	Fixed
12123	Summative Cycle Report	The Report broke each cycle into separate, consecutive graphs. This should not be the case. There should be one graph, with each cycle represented in a separate column.	Fixed

12842	Session Entry Page for Pre-Conference, Observation, and Post-Conference.	Corrected hover popups for Tasc IDs.	Fixed
12842	Summative Cycle Report PDF	1. Add Post Date field to each Cycle 2. Change text string "Summative Total to "Cycle Summative Total 3. Add "Points Earned" and "Points Possible" fields to Cycle Summative Total score output 4. Move "Cycle Summative Total" box to page 1 beneath the Total points output.	Fixed

Appendix B: Defect Submission Process

Once ODCT R1V1 has been deployed, the process for submitting defects to the Development Team will be as follows:

1. Log into the Observation Data Capture Tool.
2. Click the Report Information Error Button on the Evaluation Start Page, or on the Teacher Selection Page.
3. Outline the defect details in the *Please list the details of the error* field.
4. Click Submit.

The following individuals will receive the error report.

- Al Dullum, REIL Data Management System Project Manager
- Sarah Hunter, REIL Data Coordinator
- Todd Kandaris, Lead Architect
- Scott Pfeiffer, .NET Solutions Developer
- David Plouff, Project Manager

OR

1. Complete the Bug Report Form (provided to MCESA) and submit it via the MCESA Support Group mailbox to David Plouff and Todd Kandaris at ADE.

If the defect needs to be addressed by development team, it will be assigned to the appropriate developer by Todd Kandaris.

Note:

Until further major ODCT releases are deployed, an email will not be automatically generated by the Report Information Error submission form. The report will be written to a file on the server, which will be checked daily by the Development team. Defects will be logged into TFS and assigned to a developer. If the issue requires the collaboration of the individuals in the bulleted email list above, Todd Kandaris will generate an email with the error log.